PROGRAM SUMMATION

Support Services Staff

Part I: Program Memorandum

1. Significant new or declining activities:

During FY 1974 and FY 1975 the Microfilm Program
Branch plans to extend systems analyses within the
Agency aimed at developing and implementing additional
microfilm systems to improve information handling and
retrieval, as well as to decrease storage of hard copy.
The Branch will continue to employ the services of
consultants to provide expert advice on the conduct
and analysis of microfilm studies during both fiscal
years but expects to reduce the rate of such expendi-
ture from $20,000 in FY 1974 to $10,000 in FY 1975.
To continue the seeding operation of microfilm equip-
ment among Agency components this Branch will continue
to select and procure appropriate equipment and has
programmed $20,000 for such equipment in FY 1974 and
$30,000 in FY 1975. This increased figure for FY 1975
will permit the acquisition of a somewhat more sophis-
ticated automated retrieval device. The Regulations
Control Branch expects to select, adopt, and test a
keyboarding system during FY 1974 seeking to reduce
retyping time involved in the publication of regulatory
issuances. During FY 1975 we expect also that such a
system will permit us to automate procedures for the
publication of the field index, the headquarters and
field check lists, and the headquarters and field
tables of contents. These steps are designed to per-
mit more efficient publication of regulatory issuances.
During FY 1974 and FY 1975 the Information Processing
Branch will begin a transition from developmental tasks
to operational and maintenance tasks. A gradual reduc-
tion in the number of Information Processing Branch
personnel is planned in parallel with gradual increase
in the number of personnel assigned to the Data Manage-
ment Centers. By the end of Fiscal Year 1975, the
Information Processing Branch should be reduced to 6-8
people. Approximately 15 of the Branch personnel will
be assigned to the Data Management Centers.

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With the anticipated approval of [   ] a   **STAT**
formal Agency Archives program will be launched
and Archivists will be designated to function at
the Agency and Directorate levels. Authorization
has been received for adding four contract employees
to the Archives Staff and recruitment actions will
be initiated in the near future. A significant
portion of their activities will be directed to the
microfilming of archival materials. During FY 1974
and FY 1975 an archives handbook will be developed
which will delineate in some detail the criteria
for selecting records of enduring historical and
other values, establish procedures for identifying
and segregating these materials to ensure their
orderly transfer to Archives custody, and provide
guidelines for the arrangement, description, and
preservation of archival materials. Priority will
be placed on the development of acceptable Records
Retention Plans for all Agency components, and an
effort will be made to locate and transfer to the
Agency Archives all of the extant noncurrent records
of permanent value. Preliminary measures have
already been taken to improve environmental condi-
tions of the Archives storage areas, and plans have
been developed to relocate staff offices and to pro-
vide improved facilities for researchers.

2. Performance evaluations toward achievement of current
   and projected objectives:

During Fiscal Year 1973 the Regulations Control
Branch completed computerization of the index to the
Headquarters regulatory system and is updating the
index every six months by computer printout. The
Microfilm Branch evaluated, selected and acquired a
variety of microfilm equipment and loaned much of this
equipment to begin pilot operations in a number of
components of the Agency. In cooperation with OTR,
the Microfilm Program Branch also conducted Informa-
tion Systems Seminars for more than 100 employees.
During Fiscal Year 1973 the Support Directorate
Records Branch completed a systems study of the
Office of Security case files and provided advice
and guidance for the microfilming of such files.

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In anticipation of the new program authorization, the Agency Archives has been separated administratively from the Agency Records Center. Office space has undergone extensive renovation and some progress has been made in assembling permanent records and establishing physical and intellectual control over them. A draft regulation [   ] has been   STAT coordinated and is awaiting final approval and promulgation.

3. Anticipated Problems:

a. Problems in the Microfilm area:

The Microfilm Program Branch requires a formal, stated charter to permit its effective operation Agency-wide. In addition, as large file holdings susceptible to microfilm applications are identified, office heads will be faced with the problem of identifying manpower for the job of converting such files to a microform, including file preparation, purging, filming, and verifying.

b. Problems in the Regulations Control area:

The announced organizational changes in the Agency, and further changes anticipated, will require a republication of a significant portion of Agency regulatory material to reflect changes in office missions, functions, responsibilities, authorities, etc. Depending on the extent to which the Agency may be restructured, the Agency regulatory system and the coordinating procedures involved in regulatory issuances also may require radical modification.

c. Problems in the Information Processing Branch:

The major problem to be faced with the Information Processing Branch effort is the possibility that hardware and software will not perform precisely as specified. In the event this happens the system will have to be adjusted, for an interim period, to fit the capability available. The most likely impact will be in the on-line input operations.

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The principal Data Management Center problem will be developing proper back-up for the systems. The back-up alternatives have been identified and explored with members of the Office of Computer Services. The remaining steps are to select the best back-up and to install it.

It is also probable that the Data Management Centers will have trouble acquiring personnel at the lower grade levels. Input typists and input editors will theoretically be made available as SIPS applications are implemented. In practice these people are not freed until the project has been in operation for some time. The consequence is that Data Management Center input workload will be in excess of available work force. Part of the solution will be in carefully planning and documenting system or application test and parallel operation. Given proper proof that the new system is operating satisfactorily the transition from old to new systems must be made more rapidly.

d. Problems in the Records Administration Branch:

Inasmuch as the Archives program is just getting underway as a formal Agency effort, the implementation of every new and untested procedure -- and nearly all will fall into this category -- represents a "problem." Perhaps the training of the staff will be the biggest challenge over the next two years.

4. <u>Requirements which could result in major reprogramming or request for release from the Agency's Reserve for Contingencies during FY 1974</u>:

NONE.

5. <u>Currently pending or anticipated decisions on new or changing activities for which the primary resource impact on the Agency will occur beyond the FY 1975</u>:

NONE.

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6. <u>Changes in resource needs for FY 1974 and FY 1975</u>:

  As indicated above, if restructuring of the Agency requires republication of a substantial portion of Agency regulatory material, the temporary assignment of additional editors to the Regulations Control Branch may be in order. As the site preparation for the Data Management Center is completed, there should be a reduction in dollar requirements for FY 1975. Alternatives for handling the IPB effort should the 23 position reduction to the Management Support Division/OCS take place have been discussed in a separate paper.

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